



Culture, Art, Tourism, Hospitality and Sport Sector Education and Training Authority (CATHSSETA) is a Sector Education and Training Authority (SETA) established under the Skills Development Act (No 97 of 1998). Applications are hereby invited from suitably qualified natural persons for a period not exceeding the SETA's license period. The current license period will expire the 31st March 2020. Cathsseta has the following position available.

1. MANAGER: OFFICE OF THE CEO Ref: CATHS12/2018- HEAD OFFICE

Salary: R475 007 – R710 060 cost to company per annum

Job purpose: To support and complement the Acting Chief Executive Officer in developing, executing and managing the Organizations' activities with a particular emphasis on the day to day profitable operations and planning of the business. The person will also be responsible for ensuring the smooth cross departmental collaboration activities.

Requirements: A degree in business management/ public administration/ education or equivalent. Further qualification or experience in project management. Minimum of five years' office management experience. Experience in SETA environment is advantageous,

Minimum competency requirements: The incumbent should demonstrate capabilities related to: stakeholder relations, report writing and attention to detail. Be highly proactive; Quantitative and project orientation; Multi-tasking and managing competing priorities; Judgement and decision-making ability; and Communication skills

Job Responsibilities: Overall administration of the office, Manage the operational plans of the business unit and ensure implementation and monitoring thereof. Improve productivity within business unit and align business activities with strategic and operational plans. Assist the Acting Chief Executive Officer in driving operational efficiency in the project management activities within the Office of the CEO; Prepare operational reports on behalf of the Acting Chief Executive Officer, Ensure smooth processes and procedures to drive cross functional team collaborations; Assist the Acting Chief Executive Officer in monitoring and reporting on departmental team KPIs; Handle stakeholders enquiries and complaints, Lead any other ad hoc special departmental initiatives as may be allocated from time to time by the Acting Chief Executive Officer, Drive initiatives aimed at eliminating waste, improve productivity and reduce operating costs.

2. MANAGER: KNOWLEDGE MANAGEMENT Ref: CATHS13/2018 –HEAD OFFICE

Salary: R475 007 – R710 060 cost to company per annum

Job Purpose: To support and complement the Executive Manager: Corporate Services in maintaining an optimum Records and Knowledge Management within Cathsseta

Requirements: A Degree in Information Science or equivalent is a minimum requirement. At least 5 years' experience in Knowledge Management role, 3 years' experience in managing people. Experience in a SETA environment is advantageous.

Competencies Requirements: Planning and organising, Deadline driven, Attention to detail, Relationships in the work place, Conflict handling, Stress tolerance, Able to follow rules and regulation diligently, project management and change management.

Job Responsibilities: Develop the records and knowledge management systems and policies and optimize controls and processes, Participate and contribute in the development of strategic and annual performance plans for Cathsseta, Develop and manage the operational plan for the area of responsibility and ensure implementation and monitoring thereof. Improve productivity within the department and align business activities with strategic and operational plans, Assist the designated manager to deliver on the Knowledge Management Strategy thereby: promoting knowledge sharing through the organisation's operational business processes and systems by, among others, strengthening links between knowledge sharing and the information systems, and improving integration among information systems in the organization, facilitation of seamless exchange of information across systems, promoting collaborative tools to facilitate sharing of ideas and work among internal teams and external partners, monitoring and evaluating the knowledge sharing program, including external benchmarking and evaluation programs/opportunities, disseminating information about the organisation's knowledge sharing program to internal and external audiences, including organising knowledge sharing events (such as knowledge fairs, site visits, interviews) ,Maintain communications on knowledge sharing across the organization, participation in orientation and training sessions, and preparation of brochures/presentations, , Implement recommendations from stakeholders, Ensure the implementation of relevant policies, regulations and procedures, disseminate and/or present changes to stakeholders and advise on the implementation of changes and report on impact analysis

3. ADMINISTRATION OFFICERS X2: HEAD OFFICE

3.1 SKILLS DEVELOPMENT Ref: CATHS14/2018 Salary: R101 747 – R204 336 cost to company per annum

Job Purpose: To provide a comprehensive clerical/administrative support services to the Skills Development office and ensuring efficiency of the respective Manager`s workflow.

Requirements: Matric and an Administration Diploma or equivalent is a minimum requirement. At least 1 year clerical/administration experience. Experience in a SETA environment is advantageous

Competency Requirements: The incumbent should demonstrate capabilities related to Planning and organising, Deadline driven, Attention to detail, Building effective working relationships; Conflict handling, Stress tolerance, Commitment to stakeholder sensitivity; Ability to work with difficult individuals; Commitment to achieving goals; High level of compliance to policies and procedures, planning and organising

Job Responsibilities: Ensure that all prepared payments are checked and verified for compliance with departmental policy and Standard Operating Procedure in terms of supporting documentation, accuracy, quality and timeliness; Preparing, reviewing, proof-reading and editing of related documentation requiring sign-off by the Manager. Such documentation may include proposal submissions, memos, draft agreements, project minutes, etc. Review, proofread and edit documents prepared for the designated manager's signature; providing input and support to the Manager in effecting process efficiencies and continuous improvement for the office. Coordinating the compilation,

analyzing and synthesizing of operational information/data into reports for performance reporting for the Office Manager: Skills Development; and performing all reasonable tasks given by Management

3.2 RESEARCH AND PLANNING Ref: CATHS15/2018, Salary: R101 747 – R204 336 cost to company per annum

Job Purpose: To provide a comprehensive clerical/administrative support services to the Research and Planning unit and ensuring efficiency of the respective Manager`s workflow.

Requirements: Matric and an Administration Diploma or equivalent is a minimum requirement. At least 1 year clerical/administration experience. Experience in a SETA environment is advantageous

Competency Requirements: The incumbent should demonstrate capabilities related to Planning and organising, Deadline driven, Attention to detail, Building effective working relationships; Conflict handling, Stress tolerance, Commitment to stakeholder sensitivity; Ability to work with difficult individuals; Commitment to achieving goals; High level of compliance to policies and procedures, planning and organising

Job Responsibilities: Provide administrative support to the research and planning unit, Coordinate and schedule meetings and workshops, Take minutes at all research and planning meetings, Follow up on project action plans, Maintain the physical and electronic project management documents, Maintain the record management system for the Research and Planning unit, Consolidate data and prepare reports for consideration and presentation by the designated manager, Upload the scarce and critical skills on the system, Coordinate and implement projects within the area of responsibility ,Implement and maintain the Batho Pele principles through a caring, accessible and accountable service, Perform general office duties such as ordering supplies, maintaining records management systems, arranging travel and accommodation, attending to queries, general office management, etc. Perform any and all reasonable tasks given by Senior Management

4. ADMINISTRATOR: SPECIAL PROJECT Ref: CATHS16/2018- HEAD OFFICE

Salary: R101 747 – R204 336 cost to company per annum

Job Purpose: To provide a comprehensive clerical/administrative support services to the Special Projects Manager and ensure efficiency of his/her workflow.

Requirements: Matric and an Administration Diploma or equivalent is a minimum requirement. At least 1 year clerical/administration experience. Experience in a SETA environment is advantageous

Minimum competency requirements: The incumbent should demonstrate capabilities related to: Project administration, High level of computer proficiency, Business writing, Records and archives management, Planning and organising, Stress tolerance, Attention to detail, Time management and ability to meet deadlines

Job Responsibilities: Provide secretarial services and comprehensive administration support for the Manager. Manage the designate manager`s diary, schedule meetings, prepare agendas and collect materials for meetings, take minutes and keep records of proceedings, etc., when required. Follow up on project action plans. Capture all projects deliverables on the appropriate template. Review, proofread and edit documents prepared for the designated

manager's signature, when required. Coordinate and provide end to end project administration within the area of responsibility. Keep and maintain records for the special projects and act as a liaison between the National Office and the Regions. Perform general office duties such as ordering supplies, maintaining records management systems, arranging travel and accommodation, attending to queries, etc. Implement applicable policies, procedures and processes. Implement internal controls and maintain sound administrative and governance services. Support the Special Projects Manager in achieving the department's operational plans

5. LEGAL ADVISOR Ref: CATHS17/2018- HEAD OFFICE

Salary: R345 119- R483 887 cost to company per annum

Job Purpose: To assist and support the Manager Legal and Compliance and business units with all the legal services matters of the organisational. To support the Legal Manager to manage and oversee the legal, compliance and contract management functions as well as ensuring organisational compliance to legislation.

Requirements: A Degree in Law (LLB) or equivalent qualification is a minimum requirement. At least 5 years' experience in similar role .Previous experience within a SETA environment and an admission as an attorney would be advantageous.

Competency Requirements:The incumbent should demonstrate capabilities related to; Knowledge of Legal Services operations and procedures, Contract Management and Contract Management Systems, Planning and organizing, Drafting legal documents, policies and procedures, Legal interpretation, Change management, Strategic Capability, Deadline driven, Attention to detail, Relationships in the work place, Conflict handling/ negotiation , Stress tolerance, Ability to follow rules and regulation diligently

Job Responsibilities: Contribute to the development and implementation of the Legal Strategy and the organisational strategy and performance plans, Contribute to the development of the Contract Management Framework, strategy and polices; Assist and support the Manager of the unit with daily activities of the unit as pertaining to legal services, compliance and contract management; Provide and oversee Contract Management solutions and systems; Participate and contribute in the development of strategic and annual performance plans for Cathsseta; Drafting and review agreements and other legal documents; Provide support on contract management, vetting of agreements and quality assurance; Monitor and coordinate compliance with policies, processes and systems; Conduct periodic reviews and audits to ensure statutory and regulatory compliance; Manage the implementation of projects within the area of responsibility; Perform any and all reasonable tasks assigned. Provide an overhaul solution to Contract Management and ensure that all projects are implemented effectively to mitigate contractual risk. Implement due diligence exercise on all contracts to ensure compliance; Assist to develop, ensure implementation and monitor compliance of relevant policies, Assist to develop a project plan for proper Contract Management to mitigate all contractual risk; Implement a system to ensure that contracts are monitored in line with the applicable legal imperatives; Attend to all legal and contract management related audit matters; Promote and implement effective contract management principles in line with National Treasury Contract Management Guide (CMG) and the Contract Management Framework (CMF), Assist and contribute to the development of the Business Unit financial management and budget. Contribute in identifying, updating and managing the strategic and operational risks of the unit and make inputs to the Operational Risk Register. Contribute to the development and implementation of mitigating measures for the unit.

6. REGISTRY CLERK Ref: CATHS18/2018- HEAD OFFICE

Salary: R101 747 – R204 336 cost to company per annum

Job Purpose: To undertake the daily document and records administration of CATHSSETA records. Further the delivery function of incoming and outgoing mail.

Requirements: Grade 12 and a certificate in Records Administration is a minimum requirement, At least 1 year experience in the Records administration or general admin. Experience in a SETA environment is advantageous

Competency Requirements: The incumbent should demonstrate the following competencies; Planning and organising, Attention to detail, Building effective working relationships; Conflict handling, Commitment to stakeholder sensitivity; Ability to work with difficult individuals; work efficiently under pressure and consistently meet tight deadlines High level of compliance to policies and procedures

Job Responsibilities Assist in the implementation of CATHSSETA records and document management system, Assist in the preparation of files to be sent to offsite storage, Barcoding of boxes, completing the input sheet, Dispatching of incoming and outgoing mail both from post office and courier services, taking minutes of divisional meetings, Prepare files for audit, Indexing files on the SharePoint system, Inspection of files send to storage by client departments, follow up on the missing information from the files. Attend to information request from clients departments. Arrange/carry out the shredding of documents as and when required. Participate in knowledge sharing activities of the department and CATHSSETA as a whole

7. REGIONAL COORDINATORS X 6: REGIONAL OFFICES

GAUTENG/NW REGION (Killarney) Ref: CATHS19/2018, LIMPOPO/MP REGION (Polokwane) Ref: CATHS20/2018, FREE STATE REGION (Bloemfontein) Ref: CATHS21/2018, KZN REGION (Asherville) Ref: CATHS22/2018, WC REGION (Tygerberg) Ref: CATHS23/2018, EC REGION (King Williams Town) Ref: CATHS24/2018

Salary: R240 553 – R366 100 cost to company per annum

Job Purpose: Responsible for the overall activities in relation to Mandatory and Discretionary Grants, Learning Programmes, capacitation of Placement Providers and Employers, provide training and promote skills development in the Sector

Requirements: A National Diploma in Human Resource Management /Development or equivalent is a minimum requirement, An Organisational development and project coordination/management and experience is a must, At least 3 years' experience in a similar role, Valid Driver's License, Experience in a SETA environment is advantageous.

Competency Requirements: The incumbent should demonstrate capabilities related to; Commitment to Stakeholder Sensitivity, Achieving goals, Compliance to SOPs, Building effective client relationships, Problem solving and trouble shooting, Follow up, Stress tolerance, Target driven. Thorough knowledge of relevant legislation .

Job Responsibilities: Implement strategic and annual performance plans for area of responsibility, Deliver quality products and services in accordance with Service Level Agreements and stakeholder expectations, Adhere to the Sector Skills Development Plan and Strategy thereby: coordinating CATHSSETA subsector constituencies and keep an updated database, Assisting the region to meet the annual targets, Coordinating QMR reporting for the region, Assisting with research of the trends and drivers in the sector to inform SSP, Assist to identify the needs of SETA constituencies in the

province, Coordinate learning Programmes activities in the region, managing and maintaining the Mandatory and Discretionary Grants database, assessing the needs and expectations of employers and learners and market the Learners (graduates), identifying placement providers within the Sector, ensuring that premises of the Placement Provider that the Learners are to be placed are suitable and safe for the prospective placement, monitoring and evaluation of WIL, Learnerships, etc., taking responsibility of weekly QMR Checks, Maintain stakeholder partnerships with Beneficiaries, Monitor the implementation of the Beneficiaries' Development Plans, Coordinate projects within the area of responsibility, Implement and maintain the Batho Pele principles through a caring, accessible and accountable service, Implement recommendations by stakeholders, Perform any and all reasonable tasks given by Regional Manager

8. COORDINATOR: INTERNAL AUDIT AND RISK Ref: CATHS25/2018- HEAD OFFICE

Salary: R329 195 – R462 037 cost to company per annum

Job Purpose: To coordinate processes to support the implementation and execution of the Audit plan, ensuring compliance with statutory requirements and internal auditing standards.

Requirements: A National Diploma or Degree in Internal Auditing or equivalent and a CIPS qualification is a minimum requirement, At least 3 years internal audit experience, IIA Professional Membership is a must. Completed articles and experience in a SETA environment is advantageous

Competency Requirements: The incumbent should demonstrate capabilities related to; Policy analysis and interpretation, planning and organising, performance management, deadline driven, supplier or customer relationship management, inventory management, attention to detail, conflict management.

Job Responsibilities: Implement and achieve the strategic and annual performance plans relating to the area of responsibility. Align business activities with strategic and operational plans. Assist the Manager: Audit and Risk to plan financial, regulatory, compliance or operational audits, Coordinate the audit process, work with Risk, Legal and Compliance and other control-related activities, Work together with the Manager: Risk and Audit to conduct risk assessments and identify controls in place to mitigate identified risks, Assist in performing audit procedures to verify that controls are operating through testing and interviewing techniques, Assist the Audit and Risk Manager to identify control gaps and opportunities for improvement, Provide advice on internal control and participates in enhancing internal audit standards and practices within Cathsseta, Researches new technical subjects when required to support audits, Coordinate and implement projects within the area of responsibility. Implement and maintain the Batho Pele principles through a caring, accessible and accountable service.

9. COORDINATOR: SUPPLY CHAIN MANAGEMENT Ref: CATHS26/2018- HEAD OFFICE

Salary: R311 653 – R447 521 cost to company per annum

Job Purpose: To assist the SCM Manager oversee and manage the overall SCM operations, including demand and acquisition management.

Requirements: A National Diploma or Degree in Supply Chain Management or equivalent and a CIPS qualification is a minimum requirement, At least 5 years' SCM experience, Experience in the implementation, monitoring and evaluation of ESD initiatives, Experience in a SETA environment is advantageous

Competency Requirements: The incumbent should demonstrate capabilities related to; Policy development, planning and organising, performance management, deadline driven, supplier or customer relationship management, inventory management, attention to detail, conflict management.

Job Responsibilities: Implement and achieve the strategic and annual performance plans relating to the area of responsibility. Align business activities with strategic and operational plans. Assist the designated manager to deliver on the Supply Chain Management Strategy thereby: conducting needs assessment, categorizing commodities and confirming availability of funds, managing office logistics requirements, compiling and maintaining supplier database, capturing and verifying source documents and place orders with suppliers and ensure that goods received are recorded and stored. Providing administrative support in the bid/quotation process, distributing goods in terms of specific handling requirements. Managing the asset register by allocating item identification numbers for commodities, implement inventory techniques, determine stock levels and maintain stock records, conducting stock take. Report on SCM information as required for internal and external stakeholders. Coordinate and implement projects within the area of responsibility. Implement and maintain the Batho Pele principles through a caring, accessible and accountable service. Implement recommendations from stakeholders. Perform any and all reasonable tasks assigned by Senior Management.

10. OFFICER: COMMITMENTS ADMINISTRATION Ref: CATHS27/2018- HEAD OFFICE

Salary: R154 968 – R222 029 cost to company per annum

Job Purpose: To support management in meeting and exceeding the overall objectives of the commitment management within the Cathsseta's Finance Department. To ensure commitments register is accurate, complete and up to date.

Requirements: A National Diploma in Commerce and/or Accounting or Economics or equivalent is a minimum requirement, At least 2 years' relevant experience, Experience in a SETA environment is advantageous

Competency Requirements: The incumbent should demonstrate capabilities related to; Policy development, interpretation and review, Planning and organising, Performance management, Deadline driven, Inventory management, Attention to detail, Relationships in the work place, Conflict management, Stress tolerance, Able to follow rules and regulation diligently.

Job Responsibilities: Assist with the following: Implementation and achievement of the strategic and annual performance plans for the area of responsibility. Aligning business activities with strategic and operational plans. Delivering the Finance Management Strategy, thereby reviewing payment schedules of projects, learnerships and grants, verifying availability of funds on JDE and commitment register database and maintaining the commitment register database, efficiently manage commitments, reconciling, and engage with internal stakeholders when required. Calculating using specific formulae and procedures to determine statutory payments due and verifying records against transactional information, providing information on the status of payments and specific procedural applications. Coordinating and implementing projects within the area of responsibility. Implementing and maintaining the Batho-Pele principles through a caring, accessible and accountable service. Implementing recommendations from stakeholders. Performing any and all reasonable tasks assigned by Management

Appointment will be subject to a compulsory three month probationary period Remuneration will be commensurate with experience. Applications must be accompanied by a signed

application form and a detailed CV. Applications can be submitted electronically via e-mail to **recruitment1@bloc-placements.com** or **recruitment3@bloc-placements.com** to reach CATHSSETA no later than Monday, 21st May 2018. Late applications will not be considered. *Note: Should you not hear from CATHSSETA within one month of closing date, please regard your application as unsuccessful. CATHSSETA is an equal opportunity employer, committed to employment equity.*